

Request for Proposals

Mobile and Stationary Security Patrol Services

**The Redevelopment Agency of the
City of San Jose**

Submittals Due:

**May 28, 2008
3:00 PM (pacific daylight time)**

**San Jose Redevelopment Agency
Attn: Allen Ishibashi
200 E. Santa Clara Street, 14th Floor
San Jose, California 95113**



BACKGROUND

The San Jose Redevelopment Agency's Property Management Division is seeking a security contractor to provide both nightly mobile security patrol services (unarmed) along with stationary security patrol services (unarmed) for various projects and Agency owned properties. The San Jose Redevelopment Agency currently owns approximately 145 properties which are concentrated in the Downtown San Jose Area.

SCOPE OF SERVICES

Under the direction of Property Management, the selected Proposer shall provide services in the following two areas:

Nightly Mobile Security Patrols

- Patrol approximately 12-15 properties between the hours of 11pm and 3am on a nightly basis with a well marked security vehicle (number of properties may vary)
- Check properties for security issues (unlocked doors, windows left open, etc)
- Check properties for trespassers and address if necessary
- Check property for vandalism and report to Property Management if issues found
- Provide daily security detail sheets for the prior night's security patrol by the next business day
- Provide a touch track report on a daily/weekly basis (documents time and date property was visited)

Stationary Guard Services

- On occasion the Redevelopment Agency needs the services of stationary guard patrols to secure special projects and Agency owned property.
- On occasion the Redevelopment Agency needs a stationary guard on very short notice to secure a property when a break-in has occurred.

PROPOSAL REQUIREMENTS

Qualified Security Contractors should submit the following information in their proposal:

- A cover letter stating project interest that includes a statement describing why the Proposer is considered qualified to perform the work required
- A 6-page maximum description of the Proposer's organization and types of services provided, including any direct experience performing security work for public sector entities
- Names and phone numbers of three (3) client references
- A resume for each Manager or Supervisor who would possibly be assigned to this account
- A cost proposal indicating the cost/hourly rate for Mobile Patrol Services and Stationary Guard Services (please specify different costs for holidays, overtime, emergency services, etc.)
- Contact information for the person authorized to communicate with the Redevelopment Agency about this request

DEADLINE AND PROCEDURE FOR PROPOSAL SUBMISSION

Proposals are due no later than **3 PM on May 28, 2008**.

The deadline is absolute and proposals received after the due date and time shall not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

- Submit 1 (one) original and 1 (one) copy of the document enclosed in a sealed envelope identified clearly with the words "Request for Proposals – Security Services Proposal addressed to:

San Jose Redevelopment Agency
Attn: Allen Ishibashi
200 E. Santa Clara St., 14th Floor Tower
San José, CA 95113-1905

- Submit only 1 (one) original cost proposal. Place the original in a separate and sealed envelope. Clearly label the outside of this document with: "Cost Proposal for Security Services". No other copies are to be provided.

If you have any questions related to the RFP, please contact Allen Ishibashi at allen.ishibashi@sanjoseca.gov or 408-795-1839

SELECTION PROCESS

A review committee will evaluate all responses to the RFP that meet the submittal requirements and deadline. Those submittals that do not meet the requirements or deadline will not be considered. The review committee will rank the proposals and arrange interviews with the finalists prior to selecting a Contractor.

The Redevelopment Agency will use the following criteria to evaluate the proposals:

1. Quality and thoroughness of the proposal
2. Quality and thoroughness of the Interview
3. Cost Proposal

CONCLUSION

The Redevelopment Agency reserves the right to accept or reject any or all proposals, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the proposals. The Agency retains the right at its sole discretion to select a contractor.

This RFP and the interview process shall in no way be deemed to create a binding contract or agreement of any kind between the Redevelopment Agency and the Proposer. By submitting a response to this RFP, the successful Proposer agrees to execute an Agreement with the

Redevelopment Agency. The Redevelopment Agency reserves the right to negotiate any and all items of the Agreement, including the Term, Scope of Services and Compensation.

Each Proposer submitting a proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Redevelopment Agency and all presentations, related costs and travel expenses are at the Proposer's sole expense and the Redevelopment Agency shall not, under any circumstances, be responsible for any cost or expense incurred by the Proposer. In addition, each Proposer acknowledges and agrees that all documentation and/or materials submitted with the RFP shall remain the property of the Redevelopment Agency.

Each Proposer should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Redevelopment Agency may not be in a position to establish that the information, which a Proposer submits, is a trade secret. If a request is made for information marked "confidential," the Redevelopment Agency will provide the Proposer who submitted such information with reasonable notice to allow the candidate at its sole expense to seek protection from disclosure by a court of competent jurisdiction.

The selected Proposer shall procure at its own expense, and keep in effect at all times during the term of any agreement with the Redevelopment Agency, the types and amounts of insurance as required by the Redevelopment Agency (see exhibit A for minimum Insurance requirements).

The Redevelopment Agency shall not be responsible for, nor bound by any oral instructions, interpretations or explanations issued by the Redevelopment Agency or its representatives. Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, requests for clarifications may be sent via email to the contact listed above. Any Redevelopment Agency response to a request for clarification will be made in the form of an addendum to this RFP. All addenda shall become a part of this RFP.

EXHIBIT A

INSURANCE REQUIREMENTS

CONTRACTOR shall procure and maintain for the duration of the AGREEMENT at its sole cost and expense, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work hereunder by the CONTRACTOR, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. The coverage described in Insurance Services Office Form Commercial General Liability coverage ("occurrence") Form Number CG 0001; and
2. The coverage described in Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 "any auto", or Code 2 "owned autos" and Endorsement CA 0025. Coverage shall also include Code 8 "hired autos" and Code 9 "nonowned autos"; and
3. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance; and

B. Minimum Limits of Insurance

CONTRACTOR shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident; and

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to, and approved by, the AGENCY. At the option of the AGENCY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the AGENCY, its officials, employees, agents and contractors; or the CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the AGENCY.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages.
 - a. The AGENCY, the City of San Jose, their officials, employees, agents and contractors are to be covered as additional insureds as respects: liability arising out of activities performed by, or on behalf of, the CONTRACTOR; products and completed operations of the CONTRACTOR; premises owned, leased or used by the CONTRACTOR; automobiles owned, leased, hired or borrowed by CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to the AGENCY, the City of San Jose, their officials, employees, agents and contractors; and
 - b. The CONTRACTOR's insurance coverage shall be primary insurance as respects the AGENCY, the City of San Jose, their officials, employees, agents and contractors. Any insurance or self-insurance maintained by the AGENCY, the City of San Jose, their officials, employees, agents or contractors shall be excess of the CONTRACTOR's insurance and shall not contribute with it; and
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the AGENCY, the City of San Jose, their officials, employees, agents, or contractors; and
 - d. Coverage shall state that the CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the AGENCY.

E. Acceptability of Insurers

Insurance is to be placed with insurers acceptable to the City's Risk Manager.

F. Verification of Coverage

CONTRACTOR shall furnish the AGENCY with certificates of insurance and with original endorsements affecting coverage required by this AGREEMENT. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Proof of insurance shall be mailed to the following address or any subsequent address as may be directed in writing by the City's Risk Manager:

The City of San Jose
Human Resources
200 East Santa Clara Street, 2nd Floor Wing
San Jose, CA 95113-1905

G. Subcontractors

CONTRACTOR shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.